



# Office of the City Clerk

## Weekly Report – for Week Ending November 20, 2015

### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**ClerkSTAT and Mayor's Process Improvements** - Election Division staff attended the *Process Improvement Green Belt* training facilitated by the Mayor's Office. To date, representatives from two City Clerk divisions have attended the Green Belt and Black Belt training and are at applying it to workflow processes and operational improvements.

#### 2016 Neighborhood Council Election -

Staff continues to meet with EmpowerLA! and E1C to prepare for the 2016 NC Elections. Staff submitted practice applications through the candidate filing portal to create data with which to test the system.

Staff will also work closely with EmpowerLA! to train the newly-hired Independent Election Administrators (IEAs) on Neighborhood Council Election processes.

Phase 1 testing of the Candidate Registration web application has been completed. A demo and training were provided to the internal election staff and the Neighborhood Council Independent Election Administrators (IEA). The portal is expected to be available for candidate self-registration by January 3<sup>rd</sup>.

**Election Voter Registration System** - Staff attended training at the Los Angeles County Registrar - Recorder/County Clerk's Office to learn about changes to their voter registration database and its operation.

#### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	2/1
Number of Notices/Publications	0/13
Number of Contracts Attested	62
Number of Council Files Created	91
Number of Claims Received	126
Number of Referrals	48
Number of Council Meetings	3
Number of Committee Meetings	12

**Electronic Signature for Council Actions Project** - A preliminary meeting was held with the Mayor's Office regarding implementing an electronic signature capability for Council actions which require the Mayor's approval. Workflow processes are being worked out to ensure a seamless transition.

**City Health Commission Kickoff Meeting** - The Los Angeles City Health Commission which was created through an initiative ordinance in July of 2014 held its first meeting on Monday, November 16th. Twelve (12) of the fifteen (15) appointed members were in attendance. Council District 11 appointment and former Councilmember Bill Rosendahl was unanimously selected as the Commission's President. Council District 14 appointment, Ms. Susie Shannon was selected as 1st Vice President and Mr. Matthew Sharpe, representing Council District 13 was selected as 2nd Vice President. The Commission's purpose is to determine the health needs of the people of Los Angeles and how best to meet those needs in the best and most cost-effective way. The Commission's next meeting is scheduled for Monday, December 14, 2015.

**Ad Hoc Summer Olympic Committee** - The first meeting of the 2024 Ad Hoc Summer Olympic Committee was held November 18th.

### TOP ISSUES

- [\*First Meeting of the City Health Commission\*](#)
- [\*Process Improvement Green Belt Training\*](#)
- [\*2016 Neighborhood Council Election Preparations\*](#)
- [\*Youtube Channel Posting of Union Station Film Footage\*](#)
- [\*Westwood Business Improvement District Renewal Petition\*](#)



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**Committee Meetings Closed Captioning** - Work continued with the Information Technology Agency to piggy back off the existing closed captioning city contract. Approximately \$20,000 will be spent on the committee meetings captioning service for the duration from January to June for ADA compliance.

**Microsoft Office 2016 Update** - The compatibility testing between the older Office version and the new Office 2016 was completed. Department wide rollout has begun and will be done in phases. The installation rollout is expected to be completed by year end.

**IT Classification Study** - A meeting was held with the ITA consultant to map out the current IT staff classifications to the new classifications. A number of suggested changes were provided to the consultant including language for inclusion on exam bulletins.

**Archives Projects** - The City Archives posted to our You Tube page a clip from our film collection containing street scenes near Union Station and Chinatown from the period of the construction of Union Station. <https://www.youtube.com/watch?v=os-hh7dnqXY&feature=youtu.be>

**Historical Archives Research** - A student from Cal State Northridge researched crime statistics in and around Macarthur Park from the 1950s and 1960s.

**Special Storage Arrangement, L.A. Maritime Museum** - 30 boxes of the Los Angeles Maritime Museum's "Weinstein Collection" have been returned to the Maritime Museum. The transfer will continue at a rate of approximately 10 boxes per week.

**Council File Scanning** - 21 boxes containing 1,075 council files have been imaged and will be uploaded to CFMS. Imaging will continue at a rate of approximately 10 boxes every two weeks through April of 2016.

## Neighborhood and Business Improvement Districts:

Staff attended the Clean Streets Initiatives Working Group. The Bureau of Sanitation and Street Services will meet with the Council Offices on November 30, 2015 to brief them on the plan for the trash cans and Neighborhood Council assistance.

The Westwood Business Improvement District was approved to secure petitions from property owners for a new ten-year term (1/1/2017 - 12/31/2026).

Staff provided training on the Brown Act and on contract reporting requirements for the new Pacific Palisades and Central Avenue Business Improvement Districts, and to the existing Studio City, Lincoln Heights and South Park Business Improvement Districts.

**Fiscal/AB1290/Council/General City Purposes** - Staff finalized the 2016-17 City Clerk Proposed Budget, completed the annual internal control review and audit of FMS users, and attended the Public Safety Committee meeting to answer questions pertaining to 2 trust fund reports. 30 GCP allocation requests were received and 15 invoices processed for payment.

**Personnel** - Two New Hire Orientations were conducted; worked on Vacation and Sick time Report on all staff for Council District 1 for 2015; worked with Ethics Division to update all information on New Hires and existing Staff in the Conflict of Interest System, and finalized the Position Descriptions and Organization Charts for the FY 2016-17 Proposed Budget; and sent out Communication regarding Mandatory Sexual Harassment Prevention training for Managers.

## ISSUES

None to report.

## UPCOMING...

**City Health Commission** - Next meeting of the City Health Commission will be Monday, December 14, 2015 in Council Chambers.